Foundation Financial Information System (FFIS) and FFIS Data Warehouse User Registration/Change Request	1. System Name FFIS Application FFIS Data Warehouse Application

User Information (*See Privacy Statement on Reverse*)

2. User=s SSN	3. User=s name (*last, first, middle initial*)		
4. User=s title	*5. User=s mailing address*	6. User=s mail stop	*7. User=s organization*
8. User=s E-mail address		9. User=s phone number	10. Manager=s phone number
11. Post of Duty (Location)	12. Office		

13. **User Acknowledgment**

I have read the automated information systems security rules on the reverse side of this form and understand the security requirements of the automated information systems and/ or applications described on this form. I understand disciplinary action, removal from the agency/USDA, and/or criminal prosecution may be taken based on violation of these rules.

User=s signature	Date

Action Requested

14. System location

Name Change	15. Old name	16. New name	
A C C E S S	17. _ Add user (*Check all that apply.*) _ Request for new password _ Delete User _ Modify user profile	19. Requested date	20. Effective date
		21. User ID/Logon	
	18. _ Modify system profile (*s*) (*Specify below.*) _ Applications access	22. Initial password (*Part 4 only*) **BLANK**	23. Password received (*User initials*) **BLANK**
		███████████████	

24. Special instructions

Background Investigation

25. _ *Initiated* _ *Completed*	Date (*Initiated or Completed*)	Manager=s signature

Authorization

26. User=s Manager - I certify the user has received security instructions for the systems and/or applications indicated, and I approve his/her access to these systems and/or applications, and the associated profiles.	(*Print or type name, and sign*)	Date

Action Taken

27. Security Administrator	Date

Foundation Financial Information System *(FFIS)* Security Rules

1. **DO NOT ACCESS**, research, or change any account, file, record, or application not required to perform your official duties. You are forbidden to access your own account, that of a spouse, relative, friend, neighbor, or any account in which you have a personal or financial interest. If you are assigned to work on one of these accounts contact your supervisor.

2. If you are asked by another person to access an account or other sensitive or private information, **VERIFY** that the requested access is authorized. You will be held responsible if the access is not authorized. As a general rule, you should not use a computer or terminal in behalf of another person.

3. **PROTECT YOUR PASSWORD** from disclosure. You are responsible for any computer activity associated with your password. **DO NOT SHARE** your password with others or reveal it to anyone, regardless of his/her position in or outside the USDA. **DO NOT POST** your password in your work area. **DO NOT USE** another person=s password. **USER IDs** must be treated with the same care as your password. Everything done with your user ID or password will be recorded as being done by you.

4. **PASSWORD DISTRIBUTION AND REFRESHMENT** must be done securely.

5. **CHANGE YOUR PASSWORD** if you think your password is known by someone else. Immediately notify your supervisor or your Functional Security Coordinator or Security Representative. Passwords for FFIS and the FFIS Data Warehouse will be changed every 30 days as prompted by the system.

6. **DO NOT PROGRAM** your login or password into automatic script routines or programs.

7. **LOG OFF/SIGN OFF** if you go to lunch, or break, or anytime you leave your computer or terminal.

8. **RETRIEVE ALL** hard copy printouts in a timely manner. If you cannot determine the originator or receiver of a printout, dispose of it in a burn waste container or shredder.

9. . **IDENTIFY ALL** sensitive applications or data that you will be placing on a system, and any equipment processing sensitive information to your supervisor, so that appropriate security measures can be implemented.

10. **DO NOT USE USDA COMPUTERS** or software for personal use.

11. **DO NOT USE PERSONAL EQUIPMENT** or software for official business without your supervisor=s written approval.

12. **DO NOT INSTALL OR USE UNAUTHORIZED SOFTWARE** on USDA equipment. Do not use freeware, shareware or public domain software on USDA computers, without your supervisor=s permission and without scanning it for viruses. Comply with local office policy on the use of antiviral software.

13. **OBSERVE ALL SOFTWARE LICENSE AGREEMENTS.** Do not violate Federal copyright laws.

14. **DO NOT MOVE EQUIPMENT** or exchange system components without authorization by the appropriate functions and manager=s approval.

15. **PROTECT USDA COMPUTER EQUIPMENT** from hazards such as liquids, food, smoke, staples, paper clips, etc.

16. **PROTECT MAGNETIC MEDIA** from exposure to electrical currents, extreme temperatures, bending, fluids, smoke, etc. Ensure the magnetic media is secured based on the sensitivity of the information contained, and practice proper labeling procedures. **BACK UP** critical programs and data, and store in a safe place. Back ups should be performed as often as program and data sensitivity require.

17. **DO NOT DISCLOSE THE TELEPHONE NUMBER*(S)*** or procedure *(s)* which permit system access from a remote location.

18. **DO NOT USE** sensitive information for equipment or program test purposes. Vendors should be escorted and monitored while performing maintenance duties.

19. **DO NOT DISCLOSE** or discuss any USDA personnel or vendor related information with unauthorized individuals. The Privacy Act of 1974, 5 USC 552a, prohibits such disclosure. A person making a willful unauthorized disclosure of information covered by this act may be charged with a misdemeanor and subject to a fine of up to $5,000.

20. **PROMPTLY REPORT** all security incidents to your supervisor. For example: unauthorized disclosure of information, computer viruses, theft of equipment, software or information, and deliberate alteration or destruction of data or equipment.

21. **Complete this form when Duties Change, when you separate from your agency, and to report name changes or request profile changes.**

Privacy Act Notice

INSTRUCTIONS FOR THE PREPARATION OF FFIS ACCESS FORM

BLOCK NUMBER 1 -   FOUNDATION FINANCIAL INFORMATION SYSTEM *(FFIS)* AND/OR FFIS DATA WAREHOUSE
BLOCK NUMBER 2 -   ENTER THE USER=S SOCIAL SECURITY NUMBER (optional at this time).
BLOCK NUMBER 3 -   ENTER THE NAME OF THE USER.
BLOCK NUMBER 4 -   ENTER THE USER=S JOB TITLE OR CONTRACTOR IF NOT AN USDA EMPLOYEE.
BLOCK NUMBER 5 -   ENTER THE ADDRESS WHERE THE USER CAN BE CONTACTED BY MAIL.
BLOCK NUMBER 6 -   ENTER THE USER=S MAIL STOP OR ROOM NUMBER.
BLOCK NUMBER 7 -   ENTER THE USER=S ORGANIZATIONAL SYMBOLS OR ORG NAME.
BLOCK NUMBER 8 -   ENTER THE USER=S NORMAL TOUR OF DUTY.
BLOCK NUMBER 9 -   ENTER THE USER=S TELEPHONE NUMBER.
BLOCK NUMBER 10 - ENTER THE TELEPHONE NUMBER OF THE USER=S MANAGER.
BLOCK NUMBER 11 - ENTER THE LOCATION OF THE USER=S POST-OF-DUTY.
BLOCK NUMBER 12 - ENTER THE NAME OF THE OFFICE AND THE OFFICE CODE NUMBER.
BLOCK NUMBER 13 - THE USER MUST SIGN AND DATE, ACKNOWLEDGING USER HAS READ ATTACHED SECURITY RULES BEFORE BEING ALLOWED ACCESS OR USE OF FFIS OR THE FFIS Data Warehouse.
BLOCK NUMBER 14 - LEAVE BLANK.
BLOCK NUMBER 15 - THIS BLOCK IS TO BE USED WHEN CHANGING A USER=S NAME. ENTER THE USER=S AOLD@ NAME.
BLOCK NUMBER 16 - THIS BLOCK IS TO BE USED WHEN CHANGING A USER=S NAME. ENTER THE USER=S ANEW@ NAME.
BLOCK NUMBER 17 - CHECK THE APPROPRIATE ACTION TO BE TAKEN. SPECIFY IN BLOCK 24 WHICH FFIS PROFILE THE USER IS TO BE ASSIGNED OR WHICH FFIS DATA WAREHOUSE APPLICATION ACCESS IS REQUIRED.
BLOCK NUMBER 18 - NOT APPLICABLE.
BLOCK NUMBER 19 - THE DATE THE PROFILE REQUEST IS NEEDED.
BLOCK NUMBER 20 - ENTER EFFECTIVE DATE-ESPECIALLY WHEN REQUESTING A USERID DELETION OR WHEN SEPARATING FROM THE AGENCY.
BLOCK NUMBER 21 - ENTER THE USER=S FFIS AND/ OR FFIS DATA WAREHOUSE USERID FOR NAME CHANGES, PROFILE CHANGES OR DELETE ACTIONS. OTHERWISE, LEAVE BLANK.
BLOCK NUMBER 22 - LEAVE BLANK.
BLOCK NUMBER 23 - LEAVE BLANK.
BLOCK NUMBER 24 - LIST NEW PROFILE REQUESTED, ACCESS TO FFIS WAREHOUSE APPLICATIONS (specify the application), OR ANY COMMENTS OR SPECIAL INSTRUCTIONS.
BLOCK NUMBER 25 - ENTER THE USER=S AEMPLOYEE ON DUTY@ (EOD) DATE IF EMPLOYEE HAS THREE YEARS OR MORE OF USDA or AGENCY SERVICE AND MUST BE SIGNED BY THE USER=S MANAGER OR ENTER AX@ IN INITIATED BOX AND ENTER THE USER=S AEMPLOYEE ON DUTY@ (EOD) DATE IF EMPLOYEE HAS LESS THAN THREE YEARS OF USDA OR AGENCY SERVICE AND MUST BE SIGNED BY USER=S MANAGER.
BLOCK NUMBER 26 - PRINT THE NAME OF THE USER=S IMMEDIATE MANAGER. BLOCK MUST BE SIGNED AND DATED BY USER=S IMMEDIATE MANAGER, INDICATING THAT HE OR SHE HAS APPROVED THE REQUESTED ACTION.
BLOCK NUMBER 27 - FFIS SECURITY ADMINISTRATOR=S SIGNATURE.

Each completed form will be retained by the Agency=s FFIS Security Administrator for audit purposes.